

Columbus Parks and Recreation Department

Position Description

Position Title: Assistant Recreation/Columbus Gymnastics Center (CGC) Program Manager

Status: Salary Exempt

2015 Salary Range: 29,119 to 41,598

Department: Parks and Recreation

Reports to: Recreation/CGC Program Mgr.

Supervises: 1 Full-Time employee
30-35 part-time employees

Receptionist/Lead Secretary FFY
Day Camp Counselors
Events Assistant
Playground Leaders and substitutes

PT CGC/FFY registration staff
Day Camp Director
Free Summer Programs Supervisor
Gymnastics Instructors

Summary of Functional Responsibilities:

The Assistant Recreation/CGC Program Manager assists with the coordination and supervision of the areas of the department that include programming and implementing children's and adult's special interest classes, family programming, recreational day camps, teen activities and supervision of staff for these programs as well as manages all administrative, program and facility functions for Columbus Gymnastics Center. In addition, the Assistant Recreation/CGC Program Manager helps to facilitate special events for the department. This includes committee work, scheduling and promotion. The Assistant Recreation/CGC Program Manager works co-operatively with Foundation for Youth staff as well.

Specific Duties of the Position:

1. Assist with coordination, planning & implementation of all aspects of all children's (pre-school and school age) special interest classes (budgets, supplies, facilities and instructors/staff).
2. Assist with coordination, planning and supervision of all aspects of the summer recreational day camp program (budgets, supplies, staff, facilities, field trips).
3. Assist with the Annual After Prom Party.
4. Assist with information for all seasonal brochures and flyers for recreational and gymnastic programs and events.
5. Assist with planning and implementing the department's free summer recreational programs including the supervised playground program.
6. Maintain communication and a good working relationship with Parks Operations staff.
7. Co-manage the registration area at Columbus Gymnastics Center with FFY Director of Youth Development and provide back-up support for registration staff when necessary.
8. Coordinate and maintain rental schedules with FFY Health and Fitness Director for multi-area rentals.
9. Order necessary supplies for all programs under positions supervision.
10. Be knowledgeable of FFY programs and be able to assist customers.
11. Work closely with Parks Marketing Coordinator to promote programs and CGC facility, including seasonal brochures and social media sites.
12. Develop and assist in developing new programs.
13. Responsible for providing and maintaining a positive atmosphere with staff and customers.
14. Coordinate CGC facility usage schedule with any outside user groups (i.e. Columbus Power Elite All Star Cheer Group).

15. Submit work orders to Parks Operations staff as needed for any repairs or event support for recreation programs and CGC Facility.
16. Hire and train necessary programming and registration staff.
17. Conduct regular staff meetings.
18. Consistently enforce and educate staff regarding City of Columbus, Parks and Recreation Department and Columbus Gymnastics Center policies.

Education and Experience: 4 year degree in Parks and Recreation or related field, or 5-10 years experience in the field. Hold necessary safety certifications for gymnastics programs (or obtain within 30 days) with a background in gymnastics instruction.

Judgment: Independent judgement with supervisory help available.

Supervisory Responsibility: Supervises a staff of 1 full-time and 30-35 seasonal and part-time employees.

Relationships Responsibility: Relationships inside & outside the organization require tact & discretion to maintain effective working relationships

Working Conditions: Position requires some exposure to inclement weather including heat and rain; some travel required, & some light lifting of objects. Must work occasional over-time depending on needs of programs, special events and as needed for timely completion of duties, and must respond to staff questions and needs by phone or occasionally going into the facility even when not on duty. Normal work day is 9:00 a.m. to 6:00 p.m.

Position Description is Revised and Approved: _____ Date: _____